

**South Dakota Council on Developmental Disabilities
Minutes of Meeting – July 11, 2006**

The SD Council on Developmental Disabilities met on July 11, 2006 via DDN sites at the Capitol Building in Pierre, USDSU in Sioux Falls and the TIE Office in Rapid City.

Members Present

Travis Arneson	Pat Monson
Deborah Bouchie	David Nissen
Jason Harris	Wanda Seiler
Dillon Haug	Georgene Short Bull
Robert Kean	Heather Stettnichs
Grady Kickul	Lex Werdel
Brooke Lusk	Ted Williams
Michael McRoden	

Others Present

Edith Arneson
Jean-Claire Hamblin
Beth Henrichsen
Arlene Poncelet
John Roether

INTRODUCTORY REMARKS

Chairperson David Nissen called the meeting to order and read the mission statement. Introductions were completed.

APPROVAL OF AGENDA & MINUTES

A break was added to the agenda at 10:30. Robert Kean moved, seconded by Deborah Bouchie to accept the agenda. Motion carried.

Jason Harris moved, seconded by Travis Arneson to approve the minutes of the Council Meeting held April 26-27, 2006 and the minutes of the Executive Committee Meetings held April 26, 2006, June 7, 2006 and June 19, 2006. Motion carried.

Lex Werdel moved, seconded by Grady Kickul to ratify the following actions taken by the Executive Committee on July 7, 2006:

- Approval of \$5,000 of federal funds for Learning to Share our Stories and Creative Writings for SD Literacy Council.
- Approval of \$5,000 of federal funds for Employment Training Through the Arts for Prairie Freedom Center for Independent Living-VSA Arts An Affiliate of The John F. Kennedy Center for the Performing Arts.
- More information will be requested regarding the proposal entitled, "Next Step: Advanced Training for Emerging Leaders" from Black Hills Special Services Cooperative.

ADDITIONAL STAFF FOR THE COUNCIL

This issue was discussed at the April meeting and the Executive Committee was to gather information and share with the full Council. Dan Lusk, DHS Fiscal Officer and Wanda Seiler, Director for the Division of Developmental Disabilities and Designated State Agency representative, met with the Executive Committee and June and Dan met via teleconference on July 7. Dan was requested to present the information on the budget impact additional staff would have on the Council.

Dan Lusk distributed handouts detailing the current budget and the budget if a person is added. Some issues and clarifications follow:

- There are no positions or FTEs available through state government right now. However, this could be alleviated by contracting with EDEC, which is what Arlene currently does.
- Review of the budget impact shows that the administrative match would increase to 25%. This number is usually between 5%-10%.
- Review of the budget impact shows that a Grantees' match would increase to approximately 41%, which is currently at 25%. This could have a negative impact by taking funds away from projects and shifting it to cover administrative fees.
- Using overmatch from grants is a possibility, but it is not considered good practice because it may not always be available.
- A management analysis is possible to compare SD to other states that are similar.
- Activities funded by 100% federal funds would require a match increase for grantees.
- DHS has program specialists administering the same size or larger programs with the same clerical staff support. If the Council feels this is necessary, a justification and match report will have to be completed.

Many council members were unclear as to the Executive Committee's plan for this discussion. It was agreed that the full Council should discuss today and a later meeting be scheduled to possibly come to a decision.

Grady remembered this issue being dealt with in the past. At that time, the Council decided to seek additional support from DHS. He requested a report on the additional support including the dollars and time incurred to compare to full time position. Arlene shared that the last time the Council discussed additional staff was in 2000. The Memorandum of Understanding includes the increased assistance. Arlene will work with DHS Fiscal to compiling a comparison of dollars and time.

There are questions whether this is just a recommendation from the MTARS (Monitoring, Technical Assistance, Review & Site Visit) Report and not a compliance issue with the DD Act. Arlene stated that it is just a recommendation and the Council is not endangering funding by any decision made regarding staffing.

It was asked if there was a Maintenance of Effort requirement. Maintenance of Effort has been removed from grant and has never been questioned during reviews. The

grant allows 5% for costs of DHS time. DHS hasn't billed this because they feel it can be better spent on projects. It is usually a small amount of time that is billed. Reviews have concluded that we are in compliance with this.

The question was asked if this could be a part time position. This is possible, but may not be feasible. Arlene isn't looking for clerical support but would like to have someone to work with self advocacy projects and help with tracking, etc. of grants. If the position was part time, then the dollars needed would come down depending on hours and benefits.

Are there full-time employee positions available? Not currently, but one could be requested. Current staff is not a state employee but is a contracted position. Even if the person is contracted, they still have to go through the same budget process. The question was asked as to whether this could be an independent contract position. Then we could just pay them an hourly wage and no benefits. This is possible, but not recommended.

How do other minimum allotment states match their federal dollars for staff and grants? Arlene responded that some receive the 25% from state general funds, others use higher match rates for grant activities, and some use indirect assistance from the Designated State Agency. Many states have fewer grants and run their own programs, such as Partners in Policy Making and self advocacy projects, so they use their funds to pay staff.

Timelines were discussed. The Division of Developmental Disabilities' internal budget hearing will be in early August. Budget requests are due July 28, however, Dan indicated that this could be extended to August 7 to allow time for the Council to make a decision and if needed draft a budget request. The internal DHS budget goes to the Bureau of Finance and Management (BFM) on September 1, 2006. BFM will analyze it and submit questions back within a couple months (by October). In November, the governor will finalize the budget and provide to the legislators in December. It will be effective July 1, 2007.

Have any other boards/councils within DHS requested something similar within state government? Yes. Only one council received 0.2 FTE.

Travis asked if we could prepare a request and withdraw it if we change our minds. Dan did not recommend this.

Jason asked if we could contract with someone for 6 months to a year until the timelines can be met. Dan did not recommend this.

Dan was asked to prepare a budget chart indicating the impact of a part-time staff. Arlene will compile information requested on minimum allotment states, etc.

A special meeting will be scheduled via Digital Dakota Network (DDN) on August 1st or 2nd depending on the availability of the DDN sites.

DIRECTORS REPORT

Arlene discussed correspondence and upcoming trainings. Brooke Lusk informed the council of the upcoming trainings regarding self employment opportunities. Council members can request travel stipends from the council to attend these trainings.

John Roether, Division of Developmental Disabilities, spoke to the group regarding the Self-Directed Systems grant application. The Division of Developmental Disabilities would like to revise the grant to shift dollars from funding for Michael Smull to Jean Tuller to facilitate the upcoming 5-State Summit on Self-Directed Services. This Summit is for community based providers and state divisions from the states of WY, MO, ND, SD and NE. Other states in Region VIII have requested to participate but due to the location for this fall (Spearfish), that is not possible but will be considered in the future. Robert Kean moved, second by Ted Williams, to accept the revisions as presented. Travis Arneson, Brooke Lusk, Wanda Seiler abstained. Motion carried.

Wanda Seiler mentioned that the Family Support Council is seeking nominations. If you know someone who may be interested, or if you are interested, contact Julie Johnson at 605-367-5250.

Wanda Seiler spoke to the group regarding the new fiscal intermediary system that is going to be implemented in SD. ThinLogic out of Bend, Oregon will be implementing their system called Consumer Empowerment Systems (CES) for family support fiscal agents. This will help families to hire, fire, and manage their own respite care and personal care providers. This will hopefully be implemented by September 1, 2006.

The Division of Developmental Disabilities distributed a survey to adjustment training centers to distribute to the people they serve and their families regarding independent case management. Arlene will forward this to Council members. The surveys are due to the Division by July 27, 2006.

BUDGET REPORT

There is approximately \$258,497 of federal funds available for FFY06. After considering 3 mini-grants that have been approved but do not have grant agreements completed yet, the remaining amount is approximately \$243,497 of federal funds available for projects. The estimated FFY 2007 grant for the Council is \$461,111 and generally the Council budgets \$350,000 of that for projects.

2007-2001 STATE PLAN

Arlene shared the draft Goals and Objectives as worked on at the March meeting in Chamberlain. The state plan is due by August 15, 2006. There were a few wording changes in the document.

- Goal 1: Take out the word "will".
- Objective 2.1: Change "2007" to "2011"

- Goal 3: Take out the word “will”.
- Goal 4: Take out the word “will”.
- Objective 8.3: Change “2006” to “2011”
- Goal 10: Change “will” be to “are”.

Jason Harris asked how Arlene tracks the goals. Once a grant has been approved the grantee receives an Annual Survey. Arlene personalizes the survey to the project using the 70+ performance outcomes prescribed by the Administration on Developmental Disabilities. These surveys are compiled and used to complete the annual report. A summary of the past State Plan goals, objectives and performance targets was disseminated at the January meeting.

Motion by Grady Kickul, seconded by Jason Harris, to authorize Arlene to use the revised goals and objectives when submitting the state plan.

Arlene shared the proposed budget. One change was recommended - move \$5,000 from child care to transportation. Travis Arneson moved, seconded by Wanda Seiler, to approve the proposed budget for submission with the State Plan. Motion carried.

FUTURE REQUESTS FOR FUNDING

The group discussed issuing requests for funding in the following areas: Partners in Policymaking, Dental Services, and Mini-Grants for Education & Training.

Robert Kean spoke to the group regarding Partners in Policymaking. They have updated surveys. There will be an initial survey, a survey at six months, and a survey at one year, and every year following. SDAS will contract with Dr. Ed Campbell to collate the data and write reports from the surveys. Dr. Zerpoli from Maryland will also help if needed. The results will be distributed to the Legislature, the Governor and other interested parties.

Wanda commended the survey. However, she wondered why there was not a choice for a “no” response on most of the questions. Robert said they talked about this, and they really want to get people to answer the questions, so they chose to leave that option off most of the questions. Travis asked if the language was worded the same as the evaluation used for PLANS. Robert said he will work with Brooke on this, but the goal is to make the survey easily understandable by everyone completing it.

Travis Arneson moved, seconded by Jason Harris to issue the request for funding for Partners in Policymaking, Year 15, in the amount of \$100,000. Robert Kean abstained. Motion carried.

Jason Harris moved, seconded by Travis Arneson to issue Mini Grants for Education & Training. Motion carried.

NEXT MEETING DATE & PLACE

The next meeting will take place September 26, 2006 in Pierre.

ADJOURNMENT

The meeting was adjourned at 12:07pm.